

October 26, 1999

TO: Members of the MAG Population Technical Advisory Committee

FROM: George Pettit, Gilbert, Chairman

SUBJECT: MEETING NOTIFICATION AND TRANSMITTAL OF TENTATIVE AGENDA

Tuesday, November 2, 1999 - 2:00 p.m.
MAG Office, Suite 200, Saguaro Room
302 North 1st Avenue, Phoenix

A meeting of the MAG Population Technical Advisory Committee (POPTAC) will be held at the time and place noted above. Supporting information is enclosed for your review.

The MAG POPTAC has been designated by the Regional Council to coordinate all preparations for Census 2000 in Maricopa County. The first agenda items always cover Census 2000 issues. At this meeting, Enrique Medina, Media Specialist for the Census Bureau, will be providing an overview of the Census Bureau's outreach campaign. Public Information Officers for MAG member agencies are encouraged to attend all MAG POPTAC meetings.

Please park in the garage under the Arizona Bank Building (formerly Norwest Bank Building) in an unreserved space. Bring your ticket to the meeting and parking will be validated. For those using transit, the Regional Public Transportation Authority will provide transit tickets for your trip. For those using bicycles, please lock your bicycle in the bike rack in the garage.

Please be advised that under procedures approved by the MAG Regional Council on June 26, 1996, all MAG committees need to have a quorum to conduct business. A quorum is a simple majority of the membership, or 11 people for the MAG POPTAC. If you are unable to attend the meeting, please make arrangements for a proxy from your jurisdiction to represent you. If you have any questions or need additional information, please contact Harry Wolfe at (602) 254-6300.

TENTATIVE AGENDA

	<u>COMMITTEE ACTION REQUESTED</u>
1. <u>Call to Order</u>	
2. <u>Call to the Audience</u>	2. For information.
Persons wishing to address the MAG POPTAC will be provided an opportunity to comment.	

3. Approval of Minutes of September 16, 1999

4. Publicity Program for Census 2000

On October 27, 1999 the Census Bureau will initiate a multicultural and multilingual outreach campaign, to inform everyone in the United States and its territories about the importance of participating in Census 2000. Enrique Medina, Media Specialist for the Census Bureau, will provide a status report on the advertising to be used to educate and motivate the public about the census. A representative from Phoenix will also discuss the City's publicity efforts. MAG member agencies are interested in pursuing their own advertising campaigns for Census 2000 and such campaigns should complement national ad campaigns. Please see Attachment One.

5. An Update on Local Efforts in Preparation for Census 2000

At the September 16, 1999 meeting of the MAG POPTAC, member agencies provided an update on local efforts to prepare for Census 2000. These update activities were summarized and forwarded to Scott Celley of the Governor's Office and to Joel Wilson of the Speakers staff who are working on coordinating statewide efforts to prepare for Census 2000. Member agencies will be requested to provide any additional updates on Census preparation efforts including the formation of Complete Count Committees. Please see Attachment Two.

6. Address Update Programs

The Bureau of the Census is currently preparing final address lists for the Update/Leave area based on field checks conducted earlier this year. According to the Census Bureau Regional Office, it is estimated that these final address lists will be distributed by the end of this month. Final

3. Review and approve meeting minutes of September 16, 1999.

4. For information and discussion.

5. For information and discussion.

6. For information and discussion.

address lists for the mailout/mailback areas are scheduled to be released by the end of the year.

From the date of receipt, MAG member agencies will have 30 days to file an appeal to the federal government if there is a disagreement with the final address file. The appeal will need to be accompanied by evidence in support of any missing units including the specific address of the unit and the block within which it is located. A status report will be provided.

7. New Construction Program

Earlier this month, Susan Lavin, the Regional Director of the Census Bureau's Denver Regional Office, mailed out a letter to the highest elected official and Census Liaison for each of our member agencies in the mailout/mailback area inviting them to participate in the "New Construction Program" for Census 2000. This program was established to facilitate the counting of new housing units constructed just prior to the Census, especially in rapidly growing areas. **The deadline for submitting to the Census Bureau the registration forms for the New Construction Program is Monday, November 1, 1999.** An e-mail message and a fax message were sent out yesterday to all member agencies eligible to participate in the program.

Participants will have an opportunity to submit the addresses and census block numbers for new housing units constructed up to April 1, 2000. If you have not already forwarded your registration form and confidentiality agreement to the Census Bureau, please do so by November 1, 1999. Please see Attachment Three.

7. For information and discussion.

8. Statistical Areas Program

The Statistical Areas Program provides local governments an opportunity to recommend changes to census geography. According to the Census Bureau maps with changes to Census Geography will be sent out to the County in January 2000 for verification. A status report will be presented.

9. Boundary and Annexation Survey

The Bureau of the Census will be distributing the Boundary Annexation Survey in November. This will be the last opportunity for local governments to provide the Bureau of the Census with updated boundaries prior to Census 2000. In order to be incorporated into Census 2000, new annexations are required to be completed by December 31, 1999 and reported to the Census Bureau by March 15, 2000. A status report will be presented.

10. Census Transportation Planning Package (CTTP)

The Census Transportation Planning Package is a program which provides MAG an opportunity to receive Census data by Traffic Analysis Zone (TAZ). MAG staff has completed a block/TAZ equivalency file which was submitted to the Census Bureau at the end of September. This file will enable the Census Bureau to allocate census 2000 data from block to TAZ. A status report will be provided.

11. Preparation of Draft July 1, 1999 Municipality Resident Population Updates

MAG staff has developed draft July 1, 1999 Municipality Resident Population Updates. The Updates are used to distribute \$23 million in lottery funds annually to cities and towns, and to determine local government expenditure and limitations where applicable. The Updates were prepared using data supplied and verified by

8. For information and discussion..

9. For information and discussion.

10. For information and discussion.

11. For information, discussion and recommendation to the MAG Management Committee to approve the July 1, 1999 Municipality Resident Population Updates.

MAG member agencies and a method that has been used over the past nine years. These Updates were also made consistent with a July 1, 1999 Maricopa County Control total of 2,913,475 that was developed by the Arizona Department of Economic Security and has been recommended for approval by the MAG POPTAC and the MAG Management Committee. The MAG Regional Council will consider approval of the Maricopa County Resident Population Update on November 3, 1999. The MAG POPTAC will be requested to recommend approval of the Municipality Updates to the MAG Management Committee. Please see Attachment Four.

12. MAG Database Enhancement Project

In August 1999 MAG issued a Request for Proposals to update and enhance our databases for the next round of socioeconomic projections. The RFP provided for consultants to propose on any one or all of the five tasks. In September nine proposals were received and in October interviews were held. A status report will be presented.

13. Next Meeting of the MAG POPTAC

The next meeting of the MAG POPTAC will be held on December 2, 1999. It is anticipated that Mr. Ken Bryson of the Census Bureau in Washington will be in attendance to give a presentation on the American Community Survey. This is the Census Bureau's program to update selected census data annually after Census 2000 is concluded.

12. For information.

13. For information.